

## **WFLHD SUPPLEMENT 9.6.5-1**

### **9.6.5 REVIEWS**

Add the following:

#### **9.6.5.7 WFLHD Design Review Procedures**

This section includes a description of the procedures involved in submitting a project package of plans, specifications, and cost estimate (PS&E package) for both the first level and second level QA/QC reviews. The first level QA/QC review focuses on the technical soundness of the work. It occurs at the Functional Team level and continues throughout the design process. The second level QA/QC review encompasses the entire project, and determines if the work product of each functional team fits with the design package as a whole and if the design package as a whole correctly incorporates each of the functional teams' work products. This second level QA/QC review checks for technical soundness and compliance with format requirements.

##### **9.6.5.7.1 Submittal of PS&E Package for Review**

A current set of the plans, Special Contract Requirements (SCR's), and cost estimate will be submitted to all reviewers at each design phase review, with the type of review indicated on the cover sheet.

The designer will assemble the SCR's using the track changes function within Microsoft Word. The initial set of SCR's reviewed during the First Level QA/QC Review should show all changes made to the standard boiler plate SCR (the Library of Specifications). Instructions to the designer should be left in. Upon completion of the Second Level QA/QC review, the changes may be accepted. Subsequent reviews may show tracked changes to the extent the Designer deems appropriate. Prior to distribution to outside agencies for review, all current changes should be accepted and the SCR's should be properly formatted by Office Automation. Only send one complete package of SCR's to Office Automation for formatting, for each design phase review. Do not send piecemeal or multiple sets to Office Automation.

##### **9.6.5.7.2 Quality Assurance/Quality Control Checklist**

QA/QC of the PS&E package will be performed in accordance with the Highway Design Team's QA/QC plan. The Quality Assurance/Quality Control Checklist is a major part of the Highway Design Team's QA/QC plan, and will be used to review each design package at each review phase and, along with the PS&E Review Comment Sheet, will document the Design QA/QC review history of the project. The Quality Assurance/Quality Control Checklist for each project will be maintained by the Designer, and will be filed with the design book upon completion of the project.

#### **9.6.5.7.3 Review Comments**

The designer shall provide to the CFT and other reviewers the [PS&E Review Comment Sheet](#), or may opt to instead set up a [PS&E Comment Spreadsheet](#). CFT review comments will be documented by each reviewer on the PS&E Review Comment Sheets or in the PS&E Comment Spreadsheet, as applicable. Additional comments may also be made on the plans, SCR's, or in a supplemental narrative as necessary. CFT members, including the designer, will address all comments relevant to their functional area, with written responses prior to the next review. Comments and responses from the CFT and reviewing agencies will be forwarded to the Project Manager for assembly into one set of comments and responses.

#### **9.6.5.7.4 Field Review**

The CFT members and Project Manager should ensure that comments from field reviews are documented and addressed. Proposed changes, action items, and discussion points should be documented using [Form FHWA-137](#) Trip Report and supplemental narratives as necessary.

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